



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>PARK INTERPRETER II</b>	<b>34</b>	<b>B</b>	<b>1.912</b>
<b>PARK INTERPRETER I</b>	<b>33</b>	<b>B</b>	<b>1.911</b>

#### SERIES CONCEPT

Park Interpreters plan, organize, provide and supervise a variety of interpretive facilities, services and activities and assist in the operation and maintenance of an assigned State park.

Develop park interpretive programs to enhance the park experience for visitors; plan and provide recurring and special events and activities including tours, hikes, informational presentations and living history; operate and manage a small park, visitor centers, museum or related facilities.

Prepare and present interpretive and informational materials related to the natural sciences, history, the State park system, the State, and unique features of the park; research information and write original materials; catalog artifacts and documents; give talks and show slides, videos and other audiovisual presentations; guide tours and nature walks.

Coordinate and oversee the park's interpretive program; supervise permanent and seasonal staff as assigned; recruit, train and supervise volunteers; manage allotted resources and sales outlets; recruit guest speakers and publicize special events; maintain financial and statistical records related to fees collected, expenditures and visitors; seek external funding sources for program activities as appropriate.

Participate in maintaining park areas; supervise and perform custodial and maintenance assignments for buildings, grounds and vehicles; maintain assigned tools and equipment.

Provide information and directions to assist park visitors; respond to verbal and written inquiries; make reservations and collect fees; administer emergency medical assistance and ensure compliance with established park regulations and policies.

Perform related duties as assigned.

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#### CLASS CONCEPTS

**Park Interpreter II:** Supervises permanent and seasonal staff and oversees the operation of an assigned park or interpretive visitor center; and performs the full range of duties outlined in the series concept.

**Park Interpreter I:** Under the supervision of a Park Interpreter II or Park Supervisor, performs the full range of duties as outlined in the series concept and may supervise seasonal staff. This is the journey level class in the series.

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## MINIMUM QUALIFICATIONS

### PARK INTERPRETER II

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, history, education, ecology, forestry, biology or closely related field and one year of park interpretive experience; **OR** one year of experience as a Park Interpreter I in Nevada State service; **OR** an equivalent combination of education and experience. Note: Incumbents must possess and maintain a valid Nevada Class C driver's license.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** financial and statistical recordkeeping; safety principles and practices; interpretive planning and programming concepts and methods; principles of supervision and training. **Ability to:** manage and preserve the park's natural and cultural resources; plan, develop and prepare interpretive materials; plan, organize and direct available resources to effectively manage assigned interpretive programs and facilities; critique programs and events; design displays and exhibits; perform and supervise custodial and general facility maintenance functions; *and all knowledge, skills and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** Nevada Administrative Code and Nevada Revised Statutes applicable to management of the Nevada Parks System; Division policy manuals related to fee collection, volunteers and general policies to effectively operate an assigned interpretive program; personnel regulations; museum and visitor center operations and management principles. **General knowledge of:** current personnel practices and principles including supervisory techniques; inventory and cataloging techniques; budgetary processes related to managing an interpretive program; agencies and organizations concerned with conservation of historic or natural monuments, areas and artifacts. **Ability to:** plan, implement and manage the interpretive program at an assigned park; manage a small park, visitor center or related facility; train and supervise permanent and seasonal staff; provide instruction in interpretive training to staff and volunteers.

### PARK INTERPRETER I

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, history, education, ecology, forestry, biology or closely related field and one year of professional park experience which included conducting tours, presenting cultural and historical information to park visitors, and organizing interpretive activities; **OR** an equivalent combination of education and experience. Note: Incumbents must possess and maintain a valid Nevada Class C driver's license.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** interpretive principles and concepts; practices of conducting interpretive programs; natural and cultural history; public speaking techniques; research methods; correct English usage including grammar, spelling, vocabulary and punctuation; basic financial and statistical record keeping practices. **Ability to:** write reports, evaluations and informational materials; perform literary research necessary to develop interpretive materials; present interpretive programs to park visitors and various groups; organize and conduct interpretive activities and events; supervise and perform custodial and general maintenance duties to park buildings and grounds; provide information and assistance to park visitors; maintain records and prepare reports; ensure compliance with park regulations and policies; render emergency medical assistance to park visitors as necessary.

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Knowledge of:** State and natural history, flora, fauna, geography, geology and surrounding area; ecological concepts. **General knowledge of:** State law and Division policies related to fee collections, volunteers and interpretive programs; basic personnel practices and principles used in supervision; basic inventory, curating and cataloging techniques; grounds and facility maintenance methods, materials and procedures. **Ability to:** make oral and visual presentations to groups to provide information about State parks; organize, schedule and coordinate interpretive activities and events; operate a visitor center, museum and related park facilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:

7/1/97P  
6/4/96PC

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